

TECHNICAL CLERK II

NATURE OF WORK

Performs clerical work of considerable difficulty, while applying technical knowledge of procedures and regulations specific to a county office; performs other duties as required.

TYPICAL DUTIES

Assessor's Office: Prepares legal instruments, exemptions, and tax roll changes; performs a variety of computations and records entry work related to property and mobile home assessments.

Clerk of the Court's Office: Performs duties in support of the Arizona Court Automation Project, in addition to performing a variety of routine clerical and legal clerical duties.

Health Department: Accomplishes intake and eligibility for the AHCCCS program; performs a variety of secretarial duties, maintains records, checks billings, and posts medical charges; monitors cases for fraud and abuse.

Probation Department: Prepares and maintains case management files; performs data entry on office computers; accomplishes basic research, investigation and report writing; assists in evaluating client progress; maintains office equipment and supplies; performs special projects and other duties as assigned.

Public Fiduciary: Provides a variety of services to fiduciary clients; prepares and maintains case management files; performs data entry on office computers; processes collections, deposits and disbursements of funds; reconciles accounts; assists in evaluating client progress; must become certified as a fiduciary.

Recorder's Office: Performs various election and voter registration duties; examines deeds, mortgages, abstracts, and other instruments to determine legibility and adherence to requirements.

School Superintendent Office: Accomplishes receptionist duties for the office, answering the phone and other inquiries with regard to services and functions; performs a variety of secretarial duties related to departmental operations.

Treasurer's Office: Computes and prepares tax distributions; processes notices, collections, deposits and disbursements of funds; reconciles accounts; assists in counter work providing services to the general public.

REQUIRED KNOWLEDGE AND SKILLS

Knowledge of department organization, operations, regulations, and procedures; ability to type and operate computer equipment, including related software; ability to maintain department records; ability to establish and maintain effective working relationships with other employees and the general public.

MINIMUM QUALIFICATIONS

High school diploma or G.E.D. and two years of experience as a Technical Clerk I or an equivalent position; familiarity with computerized accounting systems; Postsecondary education in clerical skills may be substituted for one year of the required experience.